

# Retention and Classification Report

**Agency:** Levan (Utah) (587)

Levan Town Hall  
20 North Main, P.O. Box 40  
Levan, UT 84639  
435 623-1959

**Records Officer** Elizabeth Hone

28644 \*Accounting ledger books  
28328 \*Cemetery Policies and Procedures  
28324 \*Cemetery burial index  
28325 \*Cemetery burial plot index  
28326 Cemetery burial-transit permits  
28355 \*Cemetery maps  
28327 \*Cemetery sexton's records  
09669 Council minutes  
28637 Ordinances  
28651 \*Payroll record  
28639 \*Public utility bond and loan records  
28650 Utilities payment record books  
28633 \*Waterworks maps

**AGENCY:** Levan (Utah)

**SERIES:** 28644

3

**TITLE:** Accounting ledger books

**DATES:** 1911-1987.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These are summaries showing the amount of receipts and disbursements of each department of the municipality. They may also include documentation from subsidiary ledgers to general ledger and accounting adjustments in the form of general entries.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 1906 through 1987. Retain in Office permanently or until administrative need ends and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

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**APPRAISAL:**

Historical

This series has permanent historical value as primary documentation of the financial management of the town through most of the twentieth century.

**AGENCY:** Levan (Utah)

**SERIES:** 28644

**TITLE:** Accounting ledger books

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Levan (Utah)

**SERIES:** 28324

3

**TITLE:** Cemetery burial index

**DATES:** 1867-2005.

**ARRANGEMENT:** Alphabetical by name of deceased.

**DESCRIPTION:**

These books or card files are arranged alphabetically by names of owners or deceased persons interred in the cemetery. They are used for reference purposes. The records include name, interment number, deed number, date interred, location of grave by plot, lot, block, tier, grave number, and date of latest update.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 17, Item 8.

**AUTHORIZED:** 07/05/2013

**FORMAT MANAGEMENT:**

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**APPRAISAL:**

Historical

This series has permanent historical value as documentation of the identity and location of burials in the cemetery.

**AGENCY:** Levan (Utah)

**SERIES:** 28324

**TITLE:** Cemetery burial index

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Levan (Utah)

**SERIES:** 28325

3

**TITLE:** Cemetery burial plot index

**DATES:** 1988.

**ARRANGEMENT:** Alphanumerical by plat, lot, and plot.

**DESCRIPTION:**

These books or card files are arranged alphabetically by names of owners or deceased persons interred in the cemetery. They are used for reference purposes. The records include name, interment number, deed number, date interred, location of grave by plot, lot, block, tier, grave number, and date of latest update.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 17, Item 8.

**AUTHORIZED:** 07/05/2013

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**APPRAISAL:**

Historical

This series has permanent historical value as documentation of the identity and location of burials in the cemetery.

**AGENCY:** Levan (Utah)

**SERIES:** 28325

**TITLE:** Cemetery burial plot index

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Levan (Utah)

**SERIES:** 28326

3

**TITLE:** Cemetery burial-transit permits

**DATES:** 1953-

**ARRANGEMENT:** Alphabetical by name of deceased.

**DESCRIPTION:**

This series contains permits allowing the transport and burial or disposal of human remains. These permits were issued by the state where the individual died and state law required that the cemetery sexton receive such a permit prior to allowing "burial or other disposition of a human body". The sexton was directed to retain these permits. Many of the permits in this series were issued by the Utah State Division of Vital Statistics, but some were issued by other states. The permits typically record such information as the name of the deceased, sex, race, date and place of birth, date and place of death, place of residence, method of disposal, cemetery information, funeral director information, and date of burial.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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**FORMAT MANAGEMENT:**

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**APPRAISAL:**

Historical

This series has permanent historical value as primary documentation for information on burials in the cemetery.



**AGENCY:** Levan (Utah)

**SERIES:** 28326

**TITLE:** Cemetery burial-transit permits

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Exempt.

This series contains a few death certificates, which are restricted for 50 years under Utah Code 26-2-22.

**AGENCY:** Levan (Utah)

**SERIES:** 28355

3

**TITLE:** Cemetery maps

**DATES:** ca. 1940-2005.

**ARRANGEMENT:** None.

**DESCRIPTION:**

These books contain maps of the cemetery. They are used daily to locate specific grave sites. These books include index, plat, and lot pages. The cemetery may only have a single wall map which serves as a key to locating specific graves.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 17, Item 7.

**AUTHORIZED:** 12/19/2013

**FORMAT MANAGEMENT:**

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**APPRAISAL:**

Historical

This series has permanent historical value as documentation of the layout of the cemetery and the location and identity of burials.

**AGENCY:** Levan (Utah)

**SERIES:** 28355

**TITLE:** Cemetery maps

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Levan (Utah)

**SERIES:** 28328

3

**TITLE:** Cemetery Policies and Procedures

**DATES:** 2009.

**ARRANGEMENT:** None.

**DESCRIPTION:**

These are records documenting the formulation and adoption of policies and procedures for the function of the office or department. Includes narrative or statistical reports and related correspondence on program activities, mission statement, studies regarding department or office operations, circular letters or directives, and records related to significant events in which the department or office participated.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 16.

**AUTHORIZED:** 07/09/2013

**FORMAT MANAGEMENT:**

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Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

This series has permanent historical value as documentation of the operation of the cemetery.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Levan (Utah)

**SERIES:** 28327

3

**TITLE:** Cemetery sexton's records

**DATES:** 1973-1983.

**ARRANGEMENT:** Alphanumerical by plat and lot numbers.

**DESCRIPTION:**

These are copies of certificates issued to plot owners. They are used as a cross reference to plot deeds to record if grave has perpetual care. They include certificate number, date issued, name, amount paid, receipt number, and grave location.

These are copies of certificates issued to plot owners. They are used as a cross reference to plot deeds to record if grave has perpetual care. They include certificate number, date issued, name, amount paid, receipt number, and grave location.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 17, Item 1.

**AUTHORIZED:** 07/08/2013

**FORMAT MANAGEMENT:**

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**APPRAISAL:**

Historical

This series has permanent historical value as representative documentation of cemetery operations and the implementation of perpetual care in the cemetery.

**AGENCY:** Levan (Utah)

**SERIES:** 28327

**TITLE:** Cemetery sexton's records

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Levan (Utah)

**SERIES:** 9669

3

**TITLE:** Council minutes

**DATES:** 1906-

**ARRANGEMENT:** Chronological by meeting date.

**DESCRIPTION:**

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (2009) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7(2) (2010) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." They may also include an official agenda. (See also Internal committee records).

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

**AUTHORIZED:** 03/10/2015

**FORMAT MANAGEMENT:**

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Microfilm duplicate: For records beginning in 1906 through 1992. Retain in State Archives permanently with authority to weed.

M-Disk: Retain in State Archives permanently with authority to

**AGENCY:** Levan (Utah)

**SERIES:** 9669

**TITLE:** Council minutes

(continued)

weed.

**APPRAISAL:**

Historical

This series has permanent historical value as documentation of the business handled and the actions taken by the town board and city council.

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Levan (Utah)

**SERIES:** 28637

3

**TITLE:** Ordinances

**DATES:** 1915; 1975-1994

**ARRANGEMENT:** Chronological by publication date, thereunder numerical by chapter and section.

**DESCRIPTION:**

These books contain the legislative action of city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by UCA 10-3-701 to 715 (1997). An ordinance includes a number, a title, preamble, an ordaining clause, the body or subject of ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal. These books contain the legislative action of city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by UCA 10-3-701 to 715 (1977). An ordinance includes a number, a title, preamble, an ordaining clause, the body or subject of ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 19.

**AUTHORIZED:** 01/14/2015

**FORMAT MANAGEMENT:**

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**AGENCY:** Levan (Utah)

**SERIES:** 28637

**TITLE:** Ordinances

(continued)

**APPRAISAL:**

Historical

This series has permanent historical value as documentation of the ordinances passed by the town council.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Levan (Utah)

**SERIES:** 28651

3

**TITLE:** Payroll record

**DATES:** 1978-1982.

**ARRANGEMENT:** None.

**DESCRIPTION:**

This series contains a record of payments made to individuals who worked for Levan Town. The information is recorded on pre-printed forms, although information was entered without much regard for the forms and most of the spaces on the forms are left blank. A separate form was used for each employee and the form typically includes the name of the individual, his/her Social Security number, the amount paid each month, and what appears to be amounts deducted from each paycheck.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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**FORMAT MANAGEMENT:**

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**APPRAISAL:**

Historical

This series has permanent historical value as representative documentation of payment of employees in towns during the 1970's and 80's.

**AGENCY:** Levan (Utah)

**SERIES:** 28651

**TITLE:** Payroll record

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private.

This series contains information about individuals, which is regarded as private, specifically Social Security numbers.

**AGENCY:** Levan (Utah)

**SERIES:** 28639

3

**TITLE:** Public utility bond and loan records

**DATES:** 1911-1938; 1961.

**ARRANGEMENT:** Generally chronological by date of document.

**DESCRIPTION:**

This series contains records documenting the process of financing large municipal projects, particularly water and power systems. These projects include the construction of a "water works system" in 1911-1912, the creation and operation of an "electric power system" in 1921-1922, and "replacing, extending, repairing, and improving" the town water system in the mid-1930's. The first two projects involved bonding, but the improvement project for the water system in the 1930's also included a PWA loan for the project.

The records in the series include minutes of town board meetings in which the bonds or loans were discussed, ordinances and resolutions adopted to authorize bonding or application for a loan, along with a few other bond related documents. The minutes and ordinances found in this series were filed separately from other minutes and ordinances, so they may represent the only copy of those documents. The series also includes some records related to the acquisition of water rights and other miscellaneous documents.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

**AUTHORIZED:** 01/27/2015

**FORMAT MANAGEMENT:**

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**AGENCY:** Levan (Utah)

**SERIES:** 28639

**TITLE:** Public utility bond and loan records

(continued)

weed.

**APPRAISAL:**

Historical

This series has permanent historical value as documentation of actions of the town council and the development of public utilities in the town.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Levan (Utah)

**SERIES:** 28650

3

**TITLE:** Utilities payment record books

**DATES:** 1929-1943

**ARRANGEMENT:** Chronological by payment date.

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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**APPRAISAL:**

Historical

This series has permanent historical value as representative documentation of the operation of municipal utilities in the early 20th century.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Levan (Utah)

**SERIES:** 28633

3

**TITLE:** Waterworks maps

**DATES:** 1934-1935.

**ARRANGEMENT:** Numerical by map number.

**DESCRIPTION:**

These charts show the locations of all water mains, valves, hydrants, and water services to property owners in a given area.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 22, Item 31.

**AUTHORIZED:** 01/06/2015

**FORMAT MANAGEMENT:**

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**APPRAISAL:**

Historical

This series has permanent historical value as documentation of the development of the town water supply.



**AGENCY:** Levan (Utah)

**SERIES:** 28633

**TITLE:** Waterworks maps

(continued)

**PRIMARY CLASSIFICATION:**

Public